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SPECIFIC PROCUREMENT NOTICE

**PROVISION OF INSURANCE BROKER SERVICES FOR SADC PLANT AND GENETIC RESOURCE CENTRE**

**Reference Number:** ***ADMIN 01/2024-25***

**Procurement entity:** The Southern African Development Community (SADC) Plant Genetics Resources Centre (SPGRC) *Plot 6300* *Great East Road*, *Lusaka*

1. The Southern African Development Community (SADC) Plant Genetics Resources Centre herewith invites *companies/firms* to submit *proposals* for the following contract(s): Provision of Insurance Broker services for SADC Plant and Genetic Resource Centre.

More details on the scope of the contract(s) provided in the *Bidding Document* which can be downloaded, free of charge, from the following website: [*www.sadc.int*](http://www.sadc.int/)*.*

1. The procurement method used for this contract is Negotiated Procedure as defined in the ***SADC Secretariat Guidelines for Procurement and Grants,*** edition of August 2021*,*available at the following website: [*www.sadc.int*](http://www.sadc.int/)*.*
2. The *INVITATION TO BID* is open to all *companies/firms* which satisfy the eligibility and qualification requirements stated in the *Bidding Document.*
3. The deadline date and time of submission of bids to <https://collab.sadc.int/s/WnyLdSWdH5xKZBr> is **2nd August 2024 at or before midnight Zambian local time**. Proposals received after this time and date, or submitted otherwise than indicated in the *Bidding Document* shall not be considered.

All notifications concerning this procurement process, including: modification of the *Bidding Document*, results of the evaluation or cancellation notices, will be published on the following website [*www.sadc.int*](http://www.sadc.int/)and will also be communicated directly to the bidders.

Interested *companies/firms* may seek clarification or/and additional information concerning thiscontract, only in writing and by latest  **17 July 2024 at 11:59 PM hours local time** through the following email: : [**spgrc@sadc.int**](mailto:tenders@sadc.int)**;** [**ckasampi@sadc.int**](mailto:ckasampi@sadc.int); [**jshava@sadc.int**](mailto:jshava@sadc.int) and copy : [**tchabwera@sadc.int**](mailto:tchabwera@sadc.int)responses to requests for clarifications will be provided by **22 July 2024***.*

*Att: Mr. Collins Kasampi, Assistant Procurement Officer SPGRC*

*Private Bag CH6. Tel: +260 211 399 201*